

# A safe workplace begins with you

## What employers must know



### ***Congratulations!***

*You're starting a new business or hiring your first employees.*

If you have employees, you must provide a safe and healthy workplace. In Washington State, your partner in safety and health is WISHA, the Department of Labor and Industries' safety and health program. L&I offers many services to help you comply with state safety and health rules.

Department of  
**LABOR AND  
INDUSTRIES**



# A safe workplace

**How do I get started?** *As an employer, you must:*

**Follow the safety and health core rules.** The core rules are the basic general safety and health rules. They are available on the L&I web site and on CD or in printed form by calling 360-902-5541. The core rules address:

- Employer Responsibilities: Safe Workplaces
- Accident Prevention Program/Safety Committees
- Personal Protective Equipment
- Chemical Hazard Communication Program

**Ensure that your workplace is free from recognized hazards that are likely to cause serious injury or death.**

**Follow the rules for your specific business.** In addition to the core rules, there may be safety and health rules that apply to your industry—for example, noise control, confined space, forklift safety and respiratory protection. If you need assistance, an L&I safety and health consultant can advise you if additional rules apply to your workplace.

**Post these L&I posters in your workplace.** (These posters will also help you understand your responsibilities.)

- Job Safety and Health Protection
- Notice to Employees
- Your Rights as a Worker
- Minimum Wage (recommended)



## Helpful resources

**What else can I do to improve safety and health in my workplace?** L&I offers the following resources to help you promote and teach safety to your employees:

- **Accident Prevention Program (APP) Guide:** This popular and useful guide is available online or on CD, and it contains the information you need to develop and implement your own safety program. There are sample APPs for general industry, agriculture, construction, firefighting, logging, restaurants and sawmills, plus chemical-hazard, confined-space, hearing-conservation, and respiratory-protection programs.
- **Video Library:** The L&I Video Library has nearly a thousand titles available on a wide variety of safety and health topics. We'll mail the videos directly to you, and your only cost is return shipping.
- **Publications:** The L&I web site has many specialized guides available, with subjects such as forklift safety, workplace violence, lessons for lifting and office ergonomics.
- **Safety and Health Training Resources:** This web site offers training modules to prepare you or your safety representative to train employees on subjects specific to your industry. Topics include ladder safety, noise exposure, safe forklift operation, ergonomics awareness and many others.

### Did you know?

Your workplace safety program can save you money. How? Preventing injuries is the surest way to control your workers' compensation costs.

## Additional help

**How can L&I help me create a safe and healthy workplace?** L&I offers a variety of free services to help you meet safety and health requirements and promote safety in your workplace:

- **Consultations:** Safety and health consultants will evaluate your workplace and help you identify and eliminate hazards.
- **Workshops:** At workshops, you can learn how to comply with WISHA requirements.

[www.LNI.wa.gov/wisha/](http://www.LNI.wa.gov/wisha/)

**Are you an established employer  
opening a new business in Washington State?**

If so, you may be interested in learning how Risk Management Services can help you find new ways to reduce your workers' compensation claims costs.

## L&I resources online

WISHA Home Page

[www.LNI.wa.gov/wisha/](http://www.LNI.wa.gov/wisha/)

Accident Prevention Program Guide

[www.LNI.wa.gov/wisha/publications/App](http://www.LNI.wa.gov/wisha/publications/App)

Safety and Health Core rules

[www.LNI.wa.gov/wisha/corerules](http://www.LNI.wa.gov/wisha/corerules)

Safety and Health Training Resources

[www.LNI.wa.gov/wisha/ollearn/wishauniversity](http://www.LNI.wa.gov/wisha/ollearn/wishauniversity)

Other publications and posters

[www.LNI.wa.gov/wisha/employers/trninfo](http://www.LNI.wa.gov/wisha/employers/trninfo)

L&I Video Library

[www.LNI.wa.gov/wisha/videocat](http://www.LNI.wa.gov/wisha/videocat)

WISHA en Español

[www.LNI.wa.gov/wisha/spanish](http://www.LNI.wa.gov/wisha/spanish)

WISHA consultation services

[www.LNI.wa.gov/wisha/consultation](http://www.LNI.wa.gov/wisha/consultation)



### Did you know?

“WISHA,” or the Washington Industrial Safety and Health Act, is the state equivalent of OSHA. L&I’s WISHA Services Division – not OSHA – is responsible for workplace safety and health regulations in Washington State.

## Free consultation services

For a free on-site safety and health or risk management consultation or for help with your written safety program, please call your local L&I office and ask for a WISHA consultation supervisor:

**Region 1: 425-290-1300**

Island, San Juan, Skagit, Snohomish, and Whatcom counties

**Region 2: 206-515-2800**

King County

**Region 3: 253-596-3800**

Clallam, Jefferson, Kitsap, and Pierce counties

**Region 4: 360-902-5799**

Clark, Cowlitz, Grays Harbor, Klickitat, Lewis, Mason, Pacific, Skamania, Thurston, and Wahkiakum counties

**Region 5: 509-454-3700 or 1-800-354-5423**

Adams—west side, Asotin, Benton, Chelan, Columbia, Douglas, Franklin, Grant, Kittitas, Okanogan, Walla Walla and Yakima counties

**Region 6: 509-324-2600 or 1-800-509-8847**

Adams—east side, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens and Whitman counties

**1-800-423-7233 (4BE-SAFE)**

You can call this number to report any urgent situation or to request information.

This document is available in other formats to accommodate persons with disabilities. For assistance, call 1-800-LISTENS (1-800-547-8367). (TDD users, please call 360-902-5797.) Labor and Industries is an Equal Opportunity Employer.